



## **Internal & External JOB OPPORTUNITY**

### **BUILDING INSPECTOR - PLANS EXAMINER (2 positions)**

#### **Working for City of Thorold**

By joining the City of Thorold team, you will be choosing to become part of the fastest growing municipality in the beautiful Niagara region.

Working with us means a great pension, superb benefits package and a supportive and collaborative team environment. We invest in our people and prioritize creating opportunities for our employees to learn and grow in their roles.

We are proudly home to Canada Games Park, an internationally recognized and certified athletics and wellness facility. Our 300+ acres of parks and trails, two community centers, two arenas and outdoor pool are what makes Thorold the ideal place to build your career.

#### **Primary Function**

Under the direction of the Manager of Building Services, this unionized position reviews all building permit applications, approves plans and inspects all buildings to ensure compliance with all applicable legislation.

#### **Duties and Responsibilities**

- Examine permit applications and ensure they are complete and to ensure compliance with Building Code Act, Ontario Building Code, Zoning and By-laws
- Examine and approve plans and specifications for all buildings, alterations, additions and demolitions
- Ensure permit issuance timelines are met as set out by the Ministry of Municipal Affairs and Housing
- Inspect all buildings (residential, industrial, commercial, institutional, agricultural) are in compliance with Building Code Act, Ontario Building Code, Zoning, By-laws and complete Inspection Reports
- Investigate complaints in regard to By-laws, Property Standards, Zoning, Building Code Act, and Ontario Building Code
- Issue orders as authorized by the Building Code Act, Property Standards, Zoning and By-laws
- Enforce all By-laws, as necessary
- Prepare and submit all necessary reports with respect to inspections and By-laws
- Consults and assists the General Public, Designers, Engineers, Architects and

- Contractors with all inquiries through front counter, email, fax, telephone
- Attend all legal/court proceedings as necessary
  - Inspect all Group Homes, Bed & Breakfast establishments and Liquor Licensing

### **Education/Experience**

- Minimum of three (3) year College Diploma in Construction Engineering or a related field
- Must have a minimum of three (3) years experience in Building Inspections, and in Plans Examination
- Must be familiar with By-law Enforcement processes and procedures
- Candidates must be qualified and registered in the following categories: General Legal/Process, Small Buildings, Plumbing All Buildings, Large Buildings, Building Services, Structural and Complex
- Excellent organization and communication skills
- Proven ability to be a team player
- CBCO Designation would be an asset
- Experience operating a Windows based network computer, utilizing the Microsoft Office Suite of programs (including Access), and other comparable computer software programs

### **Conditions of Employment**

Required to work under the direction of the Manager of Building Services with considerable independence of action. Required to work in an office environment and carry out onsite Field Inspections. Valid driver's license and use of reliable personal vehicle. Overtime may be required.

The above statement reflects the principal functions and duties as required for proper evaluation of the job. Other related duties can only be considered part of the job if they directly relate to the primary function contained herein.

- Job Location:** City Hall  
3540 Schmon Parkway, Thorold
- Job Rate:** \$45.25- \$45.97 (rate includes a \$9.42 per hour premium)
- Job Type:** Unionized
- Hours of Work:** Monday to Friday (inclusive)  
8:30 a.m. - 4:30 p.m. (35hr/wk)
- Start Date:** Immediately

Interested candidates are invited to submit their detailed resume and cover letter to the Manager of Human Resources, via [hr@thorold.ca](mailto:hr@thorold.ca), **this posting will remain active until**

**the positions are filled.** Please indicate the position you are applying to in the email subject line. **Only those applicants selected for an interview will be contacted, internal applications who meet the minimum qualifications will be considered before external applicants.**

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human rights code, the City will provide accommodation to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform staff of the nature of any accommodation(s) that you may require.

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes.